G. R. S. IX-5]

Previous references.

File No

1922.

(P. & S.)

Serial Nos

Later references.

S. 25-22 (1-3)
35-22 (2-7, 7-12, 14-18, 20, 22, 25)
Y. F. 4-23 5241/61
PA-569-2880
" 102-38, Nos. 1-2.

Pressure

GENERAL AND REVENUE SECRETARIAT.

(65)

Serial Nos. 1

Part B for August 22

SUBJECT.

Retrenchments in the printing & stationery dept

Nos of depts. dc.

No. E. 1000-50 dated 8th August

Passing orders on the recommendations of Special Finance Committee in regard to retrenchments in the Press & Stationery

WD 1868—GPB—16,826—23-7-21

GENERAL AND REVENUE SECRETARIAT.

P & S .)

NOTES.

File No. 25/22

FILE HEADING.

Recommendations of the Special Finance Committee in regard to retrenchments in the Printing & Stationery

From

No.	Dated		Received
iary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

N O T E.

The Committee recommend the adoption of certain measures in the Stationery and Printing Departments which they believe are likely to result in a saving of about Rs. 50,000 as compared with the budget of the current year, about -- Rs. 25,000 in the Stationery Department and Rs. Rs. 25,000 in the Printing Department. As a result of their recommendations, it is expected hat the budget grants to these two departments may be reduced from Rs. 3,63,000, the allotment in 1921-22 to Rs. 3,13,000.

2. The measures recommended by the Committee are as follows:-

(a) The inspection of all Government Offices by the Superintendent, Government Printing and Stationery.

(b) The discontinuance of the supply of stationery to Taluk Offices and

(c) The credit to the Department for the value of stationery supplied to the University, the Railway and the Insurance Offices.

(a) As a result of his inspection of all Government Offices, the Superintendent expects that he would be able to effect a saving of -- about Rs. 50,000 in the present level of expenditur on paper and stationery. He is under the impression that large stocks are held up in various - Government offices without their being brought on the accounts and that by his inspection he would be able to make them available for the Government Offices which may require them, resulting in a reduced demand for fresh supply from the Central Office

In his letter to the Secretary to the Special Finance Committee, the Superintendent stated that the reduction of ½ a lakh of rupe was a recurring saving. He has, however expl in person that the reduction can only be, is obvious, a non-recurring item. He estimat the total saving at the figure he has given, Rs. 50,000, because he found as a result of ac inspection three years ago that the extra sta- tionery not brought on the books of the Offic in the Mysore and Tumkur Districts was worth Rs. 15,000. As against the recommendation of the Committee that all Government Offices should inspected, he explains in person that it would be sufficient if the inspection is restricted offices in District Head-quarters.

A detailed inspection of the stock of sta tionery and forms in the offices at Mysore and Bangalore, may, perhaps, be permitted before a tour is undertaken in the other districts head quarters with a view to ascertain how far the expectations of the Superintendent are likely be realised.

(b) It is not clear how the second propos of the Superintendent, re. the discontinuance the supply of stationery articles to Taluks ca result in a saving of about Rs. 15,000. The Stationery articles were supplied to taluks on last year and according to the letter of the - superintendent (No. 2086 dated 17th January 19 the cost of articles supplied was Rs. 5,168. requested to explain this matter, the Superint stated that in his evidence before the Committ he referred to the discontinuance of both pape and stationery.

paper is being supplied to Taluks since the year 1906-07. In one of his letters to the Revenue Secretary (No. 39 dated 16th July 1918) the Superintendent says that the value of paper supplied to taluks will not be, on an average, less than Rs. 4,000 per annum for each district. The discontinuance in the supply of paper and stationery to taluks will, therefore, result in a total saving of an amount much larger than Rs. 15,000. However, the practice of supplying paper which was started in 1906-07 cannot now be discontinued as it is obvious that wholesale -- purchases of paper through a central office are likely to be much cheaper in total cost than retail purchases made by each taluk office.

in the linked file.

In regard to the supply of stationery, the cost has been fully met by a reduction in the contingent grant allowed to the taluks. The total amount of contingent grant allotted to Taluk Offices was hitherto Rs. 10,100 per annum. This has now been reduced by 50% in view of the supply of stationery from the Government Stationery Depot, Bangalore, and the grant now amounts only to Rs. 5,200 in all. If the supply of stationery from the Depot is discontinued, it is obvious that the contingent grant of the taluks will have to be enhanced as the present grants (Rs. 5 and 6 to each taluk office and between Rs. 3 and 4 to each sub-taluk) are ~~obviously~~ inadequat for an increase of stationery as well as for other needs

The supply of stationery at present is on a temporary basis. In his report as to how the system has worked, the Revenue Commissioner says that the Stationery supply was neither satisfactory in quality nor was it sufficient in

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in the linked file

in quantity. As however the quantity was fixed by the Revenue Commissioner himself, it is not necessary to raise it until some further experience is gained.

The Revenue Commissioner does not apparently favour the continuance of the present system. A however it cannot be discontinued without raisir the grants to taluk offices and as at present no separate grant is given to the stationery department on account of the stationery articles supplied to taluk offices, the discontinuance of this practice is likely to involve Government in an expenditure of Rs. 5,600 rather than in a saving. The matter may however be considered

(c) The Committee recommend that credit be given to the Department for the stationery supply made and the printing work done to the University, the Railway and the Insurance -- Officea, and the total cost of such supplies ~~as credit in reduction of~~ added to the ~~total~~ net budget grant to the Department. It is not clear how this recommendation will reduce the total expenditure on stationery and printing by Government althoug it might reduce the net ~~grant~~ budget grant to the Department. The whole question of credits to the Stationery and Printing Departments for Supplies made and work done to Government -- Offices seems to require reconsideration.

No definite or consistent principle seems to have been followed in regard to this matter up to date. In Government Order dated 11th June 1915 Government divided the Printing work done in the Government Press into two classes Viz., (a) Regular and obligatory work of the

Press. Particulars of the work which should be regarded as coming under this class were specified in detail.

(b) Work of special character which the Superintendent might take up if time permitted and which was more or less discretionary.

It was ordered that the Superintendent should prepare an estimate of the strength and cost of the establishment required for carrying out the obligatory portion of the work and in regard to the other works, the Departments should be asked to pay for the same.

Page 4 Flag N.

The intentions of the Government would seem to have been that the net expenditure on the Government Press should be restricted to what was absolutely required to carry out the obligatory work of the Press. In order to avoid an unnecessary increase in this expenditure the Departments were directed to provide in their own budgets for any printing work which they required beyond what could be undertaken in the Government Press in the order referred to above. As the discretion to get their special work printed elsewhere was not fettered the Heads of Departments had an interest in keeping their expenditure on printing at a minimum.

This discretion was removed when all Government printing was centralised in the Superintendent in Government Order dated 23rd January 1919. All Officers of Government were required in this order to send

their printing work for execution to the Superintend ent, their discretion to get their work done in private presses being limited to petty items -- costing less than Rs. 25/- each. The duties of the Superintendent in regard to the printing work of Government Offices were regulated in Government Order dated 6th January 1920 in which he was required to execute whatever work had been authorised to be printed, either by getting it printed in the Government Press or if that was not possible owing to pressure of work, at private presses. He was instructed to call for tenders whenever the work was expected to cost more than Rs. 200.

In Government Order dated 2nd August 1921, when it became necessary to provide work for the swollen establishment at the Press caused by the return to duty of the permanent piece-workers, who had till then been on strike, it was directed all the printing of the Government departments should be carried out solely in the Government Press without exception and the budget grants for printing in all departments with the exception of the Railways and the University, should be transferred to the Printing and Stationery Department.

As matters stand at present no head of a Department excepting that of the Railways and the University has any knowledge of the total cost of the printing work done for him and has no interest either in reducing the work or minimising its cost. Even in the case of the University and the Railways, as the printing work required to be done has to be forwarded to the Superintendent the

Heads of these Departments also have no inducement to reduce their work or its cost. It is also -- assumed without question that the Government Press is uniformly conducted at a nigh state of efficiency and that there is no necessity to subject its -- charges to scrutiny by a comparison of the rates charged for similar work in private presses.

Para 22 of Mr Fisher's report. Flag T

The system under which the efficiency of the Government Press is ascertained at present has been called the "Cost System" by Mr. T. Fisher of the Government Press, Madras, on whose recommendations it was adopted in 1905. According to Mr. Fisher, all work in each section is reduced to a fixed unit such as a page of pica foolscap folio for composing; 1000 impressions for printing, the pound for stereo-typing. The total cost in each section is divided by the number of units in a year and the average cost of one year is compared with another to give an idea of economical working. The statement enclosed gives particulars of the cost since the year 1914-15. It shows the cost of composing per page of pica foolscap varied from Rs. 1-3-4 to Rs. 1-12-0 between the years 1914-15 to 1919-20 and that for printing 1000 impressions varied between 0-14-3 to Rs.1-3-11 during the same period. The cost last year was extremely high being about Rs. 2-8-0 per ordinary (not Pica) page for composing and Rs 1-4-11 for printing 1000 impressions owing to the adoption of the system of wages on hour account which has since been given up.

7

The work done in the Press is not audited and there is no means of ascertaining how the calculations are made. Even assuming they are correct the unit rates charged are much higher than the rates charged in private presses for work on this scale. Especially during the last three years.

There can be no doubt that the economical working of the Press would be better ensured if the Heads of Departments had an interest in reducing the cost of printing incurred by them and were given an option of getting all out their important and confidential work printed through private presses should the charges of the Government Press be not favourable.

Under existing orders, it is only the Departments of Railway, the University and the Insurance office which are charged for work done for them in the Government Press. It has also been ordered that all work for local boards and Municipalities should be charged for. It is not clear why, if the University is to be charged, the Department of Education should be excluded, or for that matter any other department of Government. The Superintendent of the Press is directed to keep an estimate of the cost of the obligatory work reqired for each Department and the Head of the Department may as well know it, and be charged for it so that he might be given an inducement to reduce it whenever it is excessive. If at the same time he is permitted to get non-essential work printed outside the Government Press would be kept at a high state of efficiency.

It may be pointed out that a valuation of work done for each Department was actually in force in the State before 1905. and is now in force in Bombay & in Bengal This was given up on the report of Mr. Fisher as it was found that the valuation then being made was fictitious. The values were found to be entirely arbitrary, having no reference to the actual cost incurred, and the charges debited against the work

turned out were limited to the actual expenditure omitting depreciation and other heavy indirect charges ~~[illegible]~~ These defects may however be easily avoided now with the assistance of the Industrial Audit Department and the cost of work done in the press ~~brought under greater scrutiny~~ calculated with greater exactitude.

In regard to the establishment of the Press, the Committee recommend that neither the Sub-Assistant Superintendent nor the Probationer is necessary. None of these officers is at present on the staff of the Press.

With a view to reduce the cost of printing they suggest that the work in the Government Press may be reduced in a number of instances which may be considered in detail.

(i) Publications of the Education Department. They suggest that all departmental publications of the Education as well as the question papers of High Schools may be transferred to Private Presses provided that the scheduled rates of Government are not exceeded and the Government order of the 2nd August 1921 modified. As stated already, this order was passed to provide work for the large staff which was employed in the Press after the return of the strikers. The Piece Work establishment has however been now reduced to normal and there is no need for the Press to undertake any work which it could not efficiently carry out.

It may however be pointed out that the recommendations of the Committee regarding the transfer of the work of the Education Department to Private Presses is not likely to reduce the total expenditure of printing of the State.

Government are entitled to see that their Press which is fully equipped is worked to its full capacity and it is only when the Government Press cannot carry out a particular work that it can reasonably be expected to transfer it to Private Presses.

(ii) Municipal Voters' Lists. The Committee recommend that the Municipal Voters' Lists need not be published in the Gazette. They suggest that they may preferably be got done in the Private Presses.

Voters' Lists of City Municipal Councils are published in the Gazette under Rule 9 of the City Municipal Election Rules. The publication of these lists cannot therefore be transferred to Private Presses under the existing law.

In regard to all Municipal work, however, Government have ordered that the Municipalities should be charged for (~~Vide addenda to Government Press Manual, Page 10~~)

The Superintendent expects a saving of Rs. 3,000 if the printing of these voters' lists are discontinued. It is not clear how any savings could be effected if the printing is done at the cost of the Municipality as it should be under the rules in force.

(iii) Representative Assembly Voters' Lists. The Committee recommend that the Representative Assembly Voters' lists need not be published in the Gazette and the Superintendent expects that a saving of about Rs. 2,000 may be effected if this was done.

These lists are published under Rule 5 of the rules relating to the constitution of the -Representative Assembly. It does not however appear expedient to discontinue the publication of these lists in the gazette.

(iv) Food grain statements -- Weekly and Fortnightly. They may perhaps be -- omitted.

(v) Municipal Taluk Bye-laws. These should be paid for by the Municipalities as per rules referred to above.

(vi) Statistics of Rail borne trade. May perhaps be omitted.

(vii) Notices of Forest Boundaries. This is published in the Gazette under the Forest Regulation under Section 17 (Clause C) and cannot be discontinued.

(viii) Lands available for cultivation. May perhaps be discontinued.

(ix) Civil list. It is suggested that the Civil List may be issued half yearly instead of quarterly and may be reduced to about 1000 pages. Mr. Datta suggested this measure which was however nor approved by Government. It may perhaps be reconsidered.

(x) Blue Book Journal. They recommend that the Blue Book Journal may be abolished.

The Blue Book Journal is intended to provide a continued record of all important

Government Orders and publications and has uniformly been well received both by the Press and the Public. It has recently been converted from a quarterly into a bi-monthly. It may perhaps be restored as a quarterly publication.

(xi) Gradation Lists. They suggest that the gradation lists of all departments may be dispensed with as they are never up-to-date. This may perhaps be done as it is expected to result in a saving of about Rs. 8,000 per annum.

(xii) General and Revenue Secretariat Standard dockets and letter forms. This cannot be dispensed with.

(xiii) Printing of a large number of covers for the Secretariat. May be minimised.

(xiv) Printing of the history of the services of Gazetted Officers. It is recommended to be abolished. It is now published once in two years The publication may perhaps be made triennial.

(xv) History of the services of Amildars. May perhaps be dispensed with.

The Committee endorses the suggestion that the weekly proceedings volumes may be rebound to form monthly volumes and that the printing of the weekly volumes separately may be abolished. There is some mistake in this recommendation as under the rules in force monthly volumes are not separately printed.

Proceedings of Government printed in extenso in Part I are printed both for the weekly and the monthly volumes as soon as ~~such orders~~ these proceedings are received

from the Secretariat and copies of Part II are also printed both for the weekly and the monthly volumes at the same time.

It will not be convenient to abolish the weekly proceedings as the monthly proceedings are not received in time and are always unduly late, for instance, the latest monthly volume of proceedings that are to hand now is that -- relating August 1921. The number of weekly proceedings required for circulation in the Secretariat is only 35 and the savings expected by the Superintendent by its discontinuance is only Rs. 312-8-0.

It is also suggested that the voluminous index to the monthly volumes may be dispensed with as the preparation of this causes delay in the publication of the monthly volumes. It is for consideration whether such a voluminous index is necessary.

The Committee suggest that lists of file-headings and index to file-headings and "A" collections should be discontinued.

These lists and indexes are absolutely necessary for tracing the files in the Secretariat and should not be discontinued. "A" Collections represent all important collections ordered by Government to be printed and ~~should not~~ cannot obviously be discontinued.

It is suggested that the consolidated index to the General Records may be given up. No consolidated index has been prepared since 1914-15 and an index for last year is under preparation. This index cannot be given up as it is the only means of readily tracing the orders

of Government passed in minor matters, particularly after the lapse of some period.

The issues for decision on the recommendations of the Committee are as follows:-

(a) Whether the Superintendent may be permitted to inspect all Government offices in District Head Quarters with a view to ascertain the stock of paper and stationery available for use or whether the inspection may be restricted to one or two districts in the first instance

(b) Whether the supply of stationery articles to Taluk Offices, ordered for one year in Government Order dated 27th June 1921 may be discontinued in future and the taluk offices be required to make their own arrangements without however restoring the contingent grants to the former level or whether the stationery Department be required to supply them as it did in 1920-21 without any additional grant for this purpose

X in the linked file

(c) whether credit to the Stationery and Printing Department be given for work done and stationery articles supplied to the University, the Railway Department and the Insurance Office and net budget grant to the Department be fixed without reference to the supplies etc., to be made as above.

(d) Whether, in view of the fact that there is no reason to limit the credit to these departments only, the cost of printing and stationery for each department be ascertained and the valuation system which was originally in force in the Government Press be reintroduced with suitable changes so as to keep a constant check on its economical working

(e) Whether any and if so, which of the printing work recommended by the Committee may be discontinued in future.

The whole question of the recommendations of the Committee should be reviewed after a period of 5 years and a report submitted to Government as to which recommendations have been carried out and what effect has been given to them.

23/5

Forwarded to Chief Secretary with compliments

the next
(For Disposal at a Meeting)

No. C. 578
1921-22

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause xii of the schedule)

Recommendations of the Special Finance Comm
regard to Stationery and Printing.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

27th May 19.22.

Chief Secretary to Government.

Extraordinary Member of Council.

6829-330
27.5.22 **First Member of Council.**

Second Member of Council.

Third Member of Council.

Subject. -

Recommendations of the Specia
Finance Committee in regard to
Stationery and Printing.

...

OPINION OF THE COUNCIL.

Extract from the Proceedings of the 617th *Meeting of the Council of His Highness the Maharaja, held at Bangalore on the* 1st. July 1922. *19* .

9. Subject. - Clause xii of the schedule.

Recommendations of the Special Finance Committee in regard to Stationery and Printing.

OPINION OF THE COUNCIL.

The Superintendent may be permitted to examine stocks of stationery and forms in the several offices with a view to see how economy in stationery and printing may be effected.

The services of an outside expert may be obtained to overhaul the whole system of printing in the Government Press with a view to advise Government in the matter of effecting reduction of expenditure, after ascertaining the quantity of obligatory work required by Government.

The Civil List may be published half yearly.
The Blue Book Journal may be made quarterly.

The question of omitting other items of printing work proposed by the Committee may be gone into departmentally and orders passed in due course.

"EXTRACT"

(Signed) A. R. BANERJI
DEWAN OF MYSORE.

Chief Secretary to Government.

WD 433—GPB—1,000—1-9-20

C578.

G. R. S. III-2,

General and Revenue Secretariat. | File No. | of 1921-22

Serial No.

Forwarded, with Council Resolution, to the Special Officer (Finance) for favour of further action

4.7.22

Submitted to the First member.

I beg to submit for consideration a draft final note and a draft order relating to the recommendations of the Special Finance Committee on the Stationery, Printing &c Rs 1577.

537-537
15.7.22

S.P.A. v. draft G.O approved

Peel
19-7-22

NOTE—Contn. sheet.

Final Note by the First Member of Council.

Subject:—

Recommendations of the Special Finance Committee in regard to Stationery and Printing.

These papers relate to the recommendations of the Special Finance Committee regarding the retrenchments that might be effected in the Printing and Stationery Department.

2. The Committee suggest that the Superintendent may be permitted to inspect various Government Offices with a view to utilise the unused stock of stationery and forms now available in them. It is expected that large stocks are lying unused in these offices owing to the fact that either the forms are not quite up to date, or, are not wanted in the offices in question. It is proposed that they should be utilised wherever required with such modifications as may be necessary. The Council are in favour of permitting the Superintendent to inspect offices at district headquarters for this purpose.

3. The second recommendation of the Committee in regard to the retrenchments in the Department, relates to the withdrawal of the supply of stationery articles to Taluk Offices started as an experimental measure in the year 1921-22. The total cost of the stationery articles supplied to the Taluks is estimated by the Superintendent at Rs.5,168/- and this sum was found by a reduction in the contingent grants of these taluk offices to an extent of Rs.5,200/-. No separate grant was, however, given to the Stationery Department for purchasing these articles. If this supply should be withdrawn, it will be necessary that the contingent grant should be restored to the former scale, although it is very doubtful if any economies can be effected in the grants to the Stationery Department consequent on the withdrawal of the supply. It has therefore, been decided that the supply may be continued and tried for another year.

4. The Committee recommend that credit may be given to the Printing and Stationery Department for the stationery articles supplied and the printing work done to the Insurance Office, the University and the Mysore Railways. Under existing orders, at present, the value of the work done by this department for the offices referred to above is charged for at the ordinary schedule of rates and shown as a book credit under the receipts head in the accounts of the Department. This system is not observed in regard to the other departments so that the receipts under the Stationery and Printing Department do not indicate either the independent earnings of the Department or the value of the printing work done for the various departments of the State.

Orders passed by Government from time to time to regulate the printing work in the Press have not been quite consistent, in view of the various demands as they arise and the dislocation caused in the work of the Press owing to the strike in the year 1920-21. The Council are of opinion that it is now time that a general policy should be laid down defining the character and the amount of the printing work that may be executed in the Government Press in future, as well as determining the measures which should be taken to ensure that the work in the Press is carried on as efficiently and economically as possible. The Council are of opinion that this can best be done if an outside expert is invited to examine the working of the Press and give the benefit of his expert advice to Government. The work in the Government Press at the Headquarters of the Imperial Government, as well as some of the Provincial Governments, is being scrutinised with a view to effect economies, and it seems advisable that we should also get the methods adopted in the Printing and Stationery Department examined by an outside expert so that all unnecessary expenditure may be curtailed and better efficiency ensured.

5. In regard to the other suggestions made by the Committee for the reduction of printing work in the Press, the Council ar

are of opinion that the Civil List might be published half yearly and the Blue Book Journal once in a quarter instead of once in two months. The other recommendations made by the Committee will be considered departmentally in due course.

6. The resolutions of the Council in regard to the recommendations of the Committee, which I have explained above are as follows:-

"The Superintendent may be permitted to examine stocks of stationery and forms in the several offices with a view to see how economy in stationery and printing may be effected.

The services of an outside expert may be obtained to overhaul the whole system of printing in the Government Press with a view to advise Government in the matter of effecting reduction of expenditure after ascertaining the quantity of obligatory work required by Government.

The Civil List may be published half yearly.

The Blue Book Journal may be made quarterly.

The question of omitting other items of printing work proposed by the Committee may be gone into departmentally and orders passed in due course."

7. I beg to submit for the gracious approval of His Highness, a draft order embodying the resolutions of the Council.

Draft for approval

Prakashan Rao
18.7.22
MEMBER OF COUNCIL.

17th July 1922.

Submitted to His Highness.

I beg to submit for the gracious perusal and orders of His Highness, the Final Note of the First Member of Council explaining the Council resolution on the recommendations of the Special Finance Committee in regard to retrenchments in the Printing and Stationery Department.

2. When I examined the recommendations of this Committee on the Printing Department, I noticed that the adoption of their suggestions was not likely to reduce the cost on the Printing Department and that the whole Department required complete overhauling. The suggestion that the Superintendent may be permitted to inspect District Offices with a view to utilise the books and forms lying unused there, is obviously a very temporary expedient for the reduction of expenditure. The proposal for the discontinuance of the stationery articles supplied to the Taluks is likely to involve an increased expenditure rather than any reduction. The suggestion that credit should be given to the Stationery Department for work done to the Railway Department, the University and the Insurance Office is not likely to reduce the State Expenditure on Printing. The expenditure on the Printing Department has mounted to enormous proportions within recent years and it is estimated this year at - about Rs. 5,51,000, the highest on record.

On receipt of the recommendations of the Committee, I considered that it was necessary that an outside expert should be obtained to - overhaul the entire system of Government Printing in the State.

3. The orders passed by Government in regard to the Printing Department from time to time are very inconsistent and it is necessary to lay down a clear policy defining the character and amount of the printing work that a Government Printing Press should normally restrict itself to.

4. The Resident will be addressed to move the Government of India

India for the loan of the services of a properly qualified expert to examine the whole question and submit recommendations, if this recommendation of the Council should meet with the gracious approval of His Highness.

Bangalore,
24th July 1922.

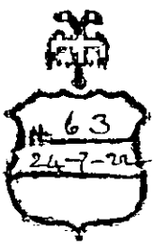
CRM

24 JUL 1922

D693

pps.

Record of Cases submitted for the Order of His Highness the Maharaja.



Subject.

Retrenchments in Printing and Stationery

Order.

no 94

~~KRW~~

27/7/22

Genl secy

31 JUL 1922

May be drafted in time?

1653-S/3.
31.7.22

First member ~~+ Dewan~~

31/7/22

for
31.7.22

Secy

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Genl
1.8.22

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rec'd 5/8

1/8/22

G. R. S. III-2]

General and Revenue Secretariat. | P dS - File No. 25 of 1922-23

Serial No.	
2229-21	Draft of a Communicating the order thereon Pl. 10.8.22 Issue & submit to H Secy E/Pr 9.8.22 for info: mail 10/8 To (Accountant Gen No H 878 9 20/8/22 Financial Secy) mail 10.8.22
1	To The Supdt, Govt. Prg; Accts of Dept, Bg. Comm of Obs & Compiler Mysore Gazette. E. 1000-50 dy. 8.8.22. Passing orders on the recommendations of the Special Enquiry Committee in regard to the ~~reduction of prices~~ retrenchments in the Printing

NOTE—Contn. sheet

DEWAN'S OFFICE.
Recd. on MAY 22 1922
Reg. No. 6559

Resolution. No. 19.

Stationery and Printing.- In consultation with the Superintendent, Government Stationery and Printing, the Committee recommends the adoption of the following measures of retrenchment and economy -resulting in a saving in the next year of about Rs. 50,000 as compared with the current year's budget.

Stationery Depot.

(1) The Superintendent may be permitted to inspect immediately the stock of paper, forms, registers and stationery in all Government Offices with a view to get an idea of the quantities of these articles now lying unused in the various offices. The Superintendent expects that they will enable him to effect a net saving of about half a lakh of rupees in the present level of cost of paper and stationery.

(2) The arrangements for supplying stationery articles to taluks from the Government Depot may be abolished, resulting in a reduction of the grant for the Department by about Rs. 15,000. The level of the contingent grants of taluks is high enough and it should be possible for them to purchase the necessary supplies of stationery articles out of their existing grants.

(3) Credit for the value of stationery supplied and printing work done for the Mysore University, The Railway Department and the Insurance Office in excess of the current year's budget of receipts should be given to the Stationery Department and the cost of supply incurred by the Department set off against such credit.

(4) Taking the above proposals into consideration, the net grant for paper and stationery may be fixed at Rs. 1,75,000 for next year against 2 lakhs in the current year's budget. The actual expenditure this year is reported to exceed 3 lakhs so that the saving will be really 1¼ lakhs.

Printing Office.

The Gazetted staff consists of one Superintendent, two Assistant Superintendents, one Sub Assistant Superintendent and one Probationer. The appointment of Sub Assistant Superintendent is vacant. The Committee considers that the [illegible] Probationer may go. But Mr. Ramachandra Mudaliar urged the retention of the Probationer.

The suggestions of the Superintendent for reducing printing work in the Government Press as in the list attached are suitable and they are calculated to result in a saving of Rs. 25,000 in the next year and of additional Rs. 25,000 in the subsequent years. The Committee accordingly recommends their adoption.

List of reductions in Printing Work.

1. Consequent on the issue of Government Order No. M. 522-87 P.S. 6-20-/8 dated the 2nd August 1921, prohibiting the execution of Government works at Private Presses, all the Departmental -- publications of the Educationxk Department are being done at the Government Press. They may hereafter be transferred to Private Presses on condition that such presses will execute the works at the scheduled rates of the Government Press, so as not to cause any loss ~~of~~ to Government.

The work of printing question papers of the High Schools at Bangalore and Mysore which is reported to have recently been ordered to be done at the Government Press may be issued to -- private presses for execution as heretofore.

2. Reduction of the matter in the Gazette.

(i) Municipal Voters' lists need not be published in the Gazette. It would be sufficient if the required x number of spare copies are printed and supplied to the Municipality. Work may preferably be got done in private presses.

(ii) Representative Assembly Voters' lists need not be published in the Gazette. They may be separately printed and supplied to the Secretariat and the Deputy Commissioners.

(iii) Food Grains Prices Statements.--Weekly and Fortnightly-- need not be published in the Gazette, only spare copies being printed and supplied to the Revenue Commissioner -for distribution if necessary.

(iv) Municipal Taluk Bye-laws which are coming in large numbers need not be published in the Gazette.

(v) Statistics of Rail-borne Trade may be omitted from the Gazette and spare copies printed and supplied to the Director of Commerce, if necessary.

(vi) Notices of forest boundaries may be omitted from the Gazette but copies printed and supplied to the Conservator of Forests.

(vii) The publication in the Gazette of statements of lands available for cultivation in various districts may be discontinued and spare copies of the statements supplied only to the Revenue Commissioner or Deputy Commissioners of Districts concerned

3. (viii) <u>English Works General</u>. The Civil List may be issued half yearly instead of quarterly and reduced to about half the size, i.e., 100 pages.

(ix) The Blue Book Journal may be abolished. Important orders [illegible] may go into the Gazette, for general information.

(x) The printing of Gradation lists of all Departments may be dispensed with, as at present they are never up-to-date and serve no useful purpose being belated.

(xi) The printing of General and Revenue Secretariat standardised docket and letter forms which are now being printed in large numbers may be dispensed with.

(xii) The printing of the very large number (in lakhs) of covers of various kinds for the several branches of the Secretariat may be dispensed with.

(xiii) The printing of History of Services of Gazetted Officers may be abolished.

(xiv) The printing of History of services of Amildars may be dispensed with.

Note. The Superintendent further suggests that

(a) Weekly proceedings Volumes may be rebound to form the monthly volumes and issued and the printing of the monthly proceedings separately, abolished altogether;

(b) That the Voluminous index to the monthly Volumes may be dispensed with as the contents will serve the prupose of refernce and

(c) that the printing of lists of file headings, Index to the file headings "A" Collection and the Consolidated index to the General Records of the various sections and Branches of the Secretariat may also be dispensed with. This question may be taken up by the Efficiency Audit Officer. One of the two publications may in the Committee's opinion be discontinued and all unnecessary matter eliminated

4. Kannada Works. (xv) The printing of Toddy Schedules may be reduced by supplying copies of such portions only as relate to the districts concerned.

Note. The Superintendent proposes the discontinuance of the printing of Kannada Budget, but this proposal does not commend itself to the Committee.

1227 & 11 3/22

Dear Sir,

The Committee perused with interest your memorandum on the possibility of retrenchment in the expenditure of the Stationery and Printing Departments forwarded with your D. O. No.3448 dated the 6th March 1922 received to-day.

They will feel obliged if you can kindly give full details for effecting a saving of Rs.50,000 by dispensing with or curtailing printing work. You have mentioned only one item of work viz., the Civil List. The other works may be specified and the saving under each item roughly indicated. The saving of half a lakh is presumed to be a recurring feature resulting in consequential reduction of your budget grant already to that extent.

As regards the reduction of half a lakh of expenditure in Stationery and Printing anticipated by you by undertaking the overhauling and inspection of stock of forms and stationery in the various offices in the State, I am to enquire if you can kindly enlighten the Committee with further details in the matter. Can the saving be expected year by year. Will there not be increase of cost on account of travelling allowance, which has to be taken into account in calculating the resulting saving.

On receipt of your further reply I shall let you know when you may meet the Committee.

Yours sincerely,

M/1/2

Secretary,
Special Committee, Finance.

To

D. B. Ramachendra Moodaliar, Esq.
Superintendent, Government Printing & Stationery,
Bangalore.

Psk.

Confidential

17 Spl 1922

Office of the Superintendent

L.C. No. 3576 A
Encl one

Government Printing in Mysore,

Bangalore, Dated the 15th March 1922.

Dear Sir,

In reply to your D. O. No. Spl. 133 dated the 11th instant, may I inform you that the Civil List was referred to by me only as an illustrative example and that there are a number of other works in regard to which I have been taking steps for reduction of work. The following are some of the items that are capable of reduction and consequential savings in the shape of paper, printing charges, &c.

I. Reduction in the Gazette.

1. Municipal Voters' Lists need not be published in the Gazette. It would be sufficient if the required number of spare copies are printed and supplied to the Municipality. Work may be done by Private Presses.
2. Representative Assembly Voters' Lists need not be published in the Gazette. They may also be similarly printed and supplied to the Secretariat and the Deputy Commissioners.
3. Food Grains prices statements-weekly and fortnightly-need not be published in the Gazette, only spare copies being supplied to the Revenue Commissioner for distribution.
4. Municipal Taluk by-laws which are coming in large number, need not be published in the Gazette.
5. Statistics of Railborne Trade, may be omitted from the Gazette but copies supplied to the Director of Commerce.
6. Notices of Forest boundaries, may be omitted from the Gazette, but copies printed and supplied to the Forest Conservator.
7. The publication in the Gazette of statements of lands available for cultivation in various districts may be discontinued and spare copies of the statements supplied only to the Revenue Commissioner or Deputy Commissioners of Districts concerned.

II. General.

1. The Civil List may be issued half-yearly instead of quarterly.

2. The Blue Book Journal may be ~~issued half-yearly~~ instead of quarterly and Government Orders need be repeated in it, ~~as~~ they will already have been ~~distributed~~ for the information of all concerned.

Weekly Proceedings Volumes may be re-bound form the Monthly Proceedings Volumes and issued, instead of monthly, the printing of which being abolished altogether, which will ensure the prompt issue of those volumes instead of nearly four months after the month, to which they relate, as at present.

4. The voluminous index to the monthly volumes may be dispensed with, as the contents will serve the purpose of reference.

5. The printing of lists of file headings, Index to ~~the~~ File Headings, A Collections and consolidated Index to General Records of the various sections and Branches of Secretariat may be dispensed with.

6. The printing of gradation lists of all departments may be dispensed with, as at present they are never up-to-date, and serve no purpose -- being belated.

7. The printing of G. R. S. standardised docket and letter forms which are being now printed, perhaps to minimise clerical labour may be dispensed with.

8. The printing of the very large number in lakhs, and various kinds of covers for the several branches of the Secretariat may be dispensed with.

9. The printing of History of Services of Gazetted Officers may be triennial.

10. The printing of History of Services of Amildars may be dispensed with.

III. Kannada Works.

1. The printing of the Kannada budget estimates may be dispensed with.

2. The printing of Toddy schedules may be reduced by supplying copies of such portions only to the Districts concerned.

Another important item of savings however relates to the reduction in the size of the various forms and registers and the preparation of stereos from such of them as are not likely to undergo alterations for some years. There are thousands of forms comprised in the 16 consolidated and 37 individual indents dealt with in the Press. The reduction of size adopted in respect of these will surely lead to considerable savings. As an instance I may quote the Revenue General Reminder form which used to be printed on a quarter sheet and which necessitated the use of an additional half a sheet for a cover besides the labour. There was considerable waste of paper, and I have accordingly reduced it to a postcard size. The total savings by such reduction of matter and paper in all is estimated at Rs: 10,000/- during the year.

The following statement shows the approximate savings under each of the items referred to above.

I. Reduction of matter in Gazette.	Rs:	Savings Anticipated As:	Ps:
Discontinuing publication of			
1. Municipal Voters' Lists ...	3,000	0	0
2. Representative Assembly Voters' Lists. ...	2,000	0	0
3. Food Grains Statements, Weekly & Fortnightly ...	1,800	0	0
4. Municipal Taluk By-laws ...	800	0	0
5. Rail-borne Trade Statement ...	500	0	0
6. Forest Boundary Notifications ...	1,000	0	0
7. Lands available for cultivation in various districts. ...	400	0	0
II. General.			
1. Civil List to be half-yearly ...	1,500	0	0
2. Blue Book Journal to be half-yearly.	500	0	0
3. Weekly Proceedings Volumes to be re-bound into monthly Volumes....	500	0	0

Dispensing with the printing of

		Rs:	As:	Ps:
4. Index to Monthly Volumes	...	1,500	0	0
5.(a) File Headings	...	600	0	0
(b) Index to File Headings	...	400	0	0
(c) A Collections and	...	2,500	0	0
(d) Consolidated Index to General Records	...	6,500	0	0
6. Gradation Lists	...	8,000	0	0
7. G. R. S. standardised docket and letter forms.	...	1,500	0	0
8. Covers	...	3,000	0	0
9. History of Services of Gazetted officers to be triennial ...	...	1,500	0	0
10. History of Services of Amildars (to be dispensed with) ...	....	500	0	0

III. K a n n a d a.

1. Kannada Budget to be dispensed with...		1,000	0	0
2. Toddy schedules to be supplied only to Districts concerned...	...	1,000	0	0
IV. Reduction of matter and paper in the Indent forms ...	...	10,000	0	0
Grand Total	Rs	50,000	0	0

I shall now turn to the second point raised in your letter under reply, viz., the savings resulting from the overhauling and inspection of stock of forms and Stationery in the various offices of the State. What I have proposed is the taking of a Census of the stock of all printed forms and registers in all offices of the State only once, and not annually, to know the accurate stock, which is so essential to regulate our supplies, as it is at present unknown.

I may illustrate my remarks by the fact that in the course of inspection of one office three years ago, I found a stock of 1000 visitors' books against 10 books provided for that office; whereas in the indent only a stock of 20 books was shown in the column of balance in hand. The stock in

hand will suffice that office for a number of years and it is decided not to make any fresh issue to that office from the Stationery Depot for the next few years. The reduction of half a lakh in the expenditure on Stationery and Printing in consequence of the above measure is also a recurring savings. The increase of cost apprehended on account of travelling allowance will be only once for all and even then it will not be much. There will be no -- travelling allowance at all to be met in the case of -- inspections of the Bangalore and Mysore Districts. The offices in the Bangalore District will be inspected by me whenever I have leisure in the course of my duties at - head-quarters, and the offices in the Mysore District will be similarly inspected during the course of my visits to Mysore on duty of inspection of the Branch Press - Mysore, or Dasara and Birthday works. The travelling allowance required for my inspection of the 6 other district and sub-divisions may perhaps come to Rs: 1,500 or 2,000/- at most, and I may be able to finish all the districts in the course of about 6 months along with my work. This increased cost on account of Travelling Allowance will be very little after all, and the scheme is worth a trial seeing that the anticipated savings is expected to be Rs: 50,000/- every year.

The savings of half a lakh under this heading is a recurring item and I have already taken the responsibility and proposed to Government that the budget allotment of the Stationery department may be fixed with effect from the - next official year only at Rs: 1,50,000/- per annum against the average of Rs: 2,75,000/- in the previous years'

budgets. I beg to forward for the information of the Committee, copy of my ~~xxxxxx~~ report to Government, No. 914 A, dated 18th February 1922, on the subject which gives full details of my proposal.

Yours sincerely,

A. Ramaswami

Year.	No. of Pages.	converted to Pages pica	Number of impressions (in millions)	Rate per pica page.	Rate for 1000 impressions.	Remarks
1920-21.	36,892	Not given	18.7	Not given ...	1 4 11	The total cost for composing was Rs 95734-0-0 giving Rs 2-9-5 per ordinary page
1919-20.	72,181	44,539	25.3	1 12 0	1 0 9	Increase in wages 25%
1918-19.	57,448	43,311	20.0	1 8 0	1 3 5	
1917-18.	70,099	53,349	29.7	1 4 9	0 14 3	
1916-17	78,776	54,098	25.5	1 3 4	1 1 10	
1915-16.	58,373	46,716	20.4	1 4 4	1 3 11	
1914-15.	60,088	43,975	18.9	1 5 8	1 2 6	

Statement of savings anticipated in the Press & Stationery departments as a result of the measures recommended to the Finance Committee.

Permanent.		Temporary.	
Particulars.	Amount.	Particulars.	Amount.
1. Reduction in printing work as per details in accompanying statement.	Rs: 25,000/-.	Overhauling & inspection of stock of Stationery & Forms in the several offices	Rs:50,000/-
2. Discontinuance of supply of Stationery articles to Taluks.	Rs: 15,000/-		
3. Reduction of paper by not printing item No. I.	Rs: 10,000/-		
Total ...	Rs: 50,000/-	Total ...	Rs: 50,000/-

Statement of savings anticipated by reduction of printing.

	Savings anticipated. Rs.	As.	P.
Discontinuing publication of			
1. Municipal Voters' Lists	1,875	0	0
2. Representative Assembly Voters Lists.	1,250	0	0
3. Food Grains Statements, Weekly & Fortnightly.	1,125	0	0
4. Municipal Taluk By-laws	500	0	0
5. Rail-borne Trade Statement	312	0	0
6. Forest Boundary Notifications	625	0	0
7. Lands available for cultivation in various districts.	250	0	0
II. General.			
1. Civil List to be hal-yearly	937	8	0
2. Blue Book Journal to be half-yearly.	312	8	0
3. Weekly Proceedings Volumes to be re-bound into monthly Volumes.	312	8	0
Dispensing with the Printing of			
4. Index to Monthly Volumes	937	8	0
5.(a) File headings ...	375	0	0
(b) Index to File headings	250	0	0
(c) A Collections and	1562	8	0
(d) Consolidated Index to General Records.	4062	8	0
6. Gradation Lists. ...	5000	0	0
7. G.R.S.Standardised docket and letter forms.	937	8	0
8. Covers ...	1875	0	0
9. History of Services of Gazetted Officers to be triennial.	937	8	0
10. History of Servises of Amildars (to be dispensed with)	312	8	0
III. Kannada.			
1. Kannada Budget to be dispensed with. ...	625	8	0
2. Toddy Schedules to be supplied only to districts concerned.	625	0	0
Total..	25,000	0	0

The supply of paper to Taluks was sanctioned in the year 1905 as per G.O.No. G. 2755-65/G.M. 312-04-9 of 25th November 1905. The cost of such supply comes to about Rs. 10,000/- per annum.

In Government Proceedings No. G. 25009-19/P&S 28-20-67 dated 27th June 1921 Government have ordered that Stationery should also be supplied to Taluks, the cost of which supply is estimated at Rs. 5,000/- per annum.

If these two items are not supplied, there will be a saving of Rs. 15,000/- per annum.

Receipts Under

Stationery & Printing.

The receipts under Stationery and Printing in the current year were estimated at Rs: 62,000 as detailed in the Budget under the following items:-

Particulars.	Amount. Rs:	A:	P:
1. Stationery Receipts consisting of the cost of printing ~~of the~~ paper and Stationery supplied to paying departments such as the University, the Railway, Insurance and other offices.	18,500	0	0
2. Gazette & other publications consisting of subscriptions for the Gazette, advertisement charges received from private parties and charges for publication of matters relating to the University, the Municipality and Local bodies.	8,600	0	0
3. Other Press Receipts consisting of cost of printing work done for the University, the Railway & the Insurance and other offices.	35,600	0	0
Total ...	62,000	0	0

This estimate was based upon the realisations of the previous year, but this has been considerably exceeded now in the current year, and the Comptroller has therefore adopted the following figures under the several items:- as per this years budget

Particulars.		Amount.		
1. Stationery receipts	...	38,000	0	0
2. Gazette & other publications	...	9,000	0	0
3. Other Press Receipts	...	59,500	0	0
Deduct-Refunds	...	500	0	0
Total ...		1,06,000	0	0

BGS

Confidential & Urgent.

No.914 A.

Office of the Superintendent,
Government Stationery Depot.
Bangalore, 18th February 1922.

From

D. B. Ramachandra Mudaliar, Esq., M.R.A.S.,
Superintendent, Government Stationery,
Bangalore.

To

S. Hiriannaiya, Esq., M.A., B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department,
Bangalor

Sir,

With reference to the additional grant of Rs.1,00,000 recently sanctioned by Government, bringing the total allotment of the Stationery Department for the year 1921-22 to Rs.3,00,000/-, I have the honor to bring to the notice of Government certain facts, which will help to permanently reduce the stationery budget and fix it at the lowest possible limit.

Before attempting to find out ways and means of economising the supply of stationery to Government offices, so as to meet the requirements of the offices of the State with a reduced grant, it is necessary to have a preliminary survey of the existing stock of the various forms in the several offices in the State. It is common knowledge that in most offices, no check is exercised in the issue and use of stationery, and more specially forms, and no precautions are taken to store and utilise what is in stock, -

to the best advantage, and thus a sad wastage takes place. An inspection and overhauling the stock and of the stationery register in all offices would give the Stationery Depot data for adjusting and carrying on the work on an economical basis and would also increase the amount of subsequent attention paid to this matter in the various offices. With this object, three years ago I submitted suggestions to Government for carrying out such a preliminary survey all over the State and with their approval, I visited Mysore and Tumkur District and conducted a test audit of stationery stock and requirements and submitted comprehensive reports with my letters Nos.2196 and 2518 dated 3rd March 1919 and 18th March 1919 respectively. The value of these inspections and the justification of their usefulness were fully evidenced by the facts that came to my notice during these inspections. Even in the small number of offices that came under my purview in the Mysore and Tumkur Districts, there were large extra stock of blank books, and From and To registers. The chief defect noticed during my visit were the utter failure to note the receipt of stationery and forms and to maintain the prescribed accounts and registers and want of proper stocking arrangement for forms and stationery. In some cases bales containing forms and registers received from the Press had not been opened at all, while in others, stock was not scrutinised before preparation of indent and the forms which were already in stock were being again indented for and got from the Press. Costly blank books were put to all sorts of use for which printed books were available. Forms were consigned to the lumber room as obsolete for the simple reason that some one or two columns had been revised and therefore were treated as waste paper while by a slight alteration they could be very well made use of, thus avoiding reprinting and

re-supply of fresh forms and registers at an enormous additional expenditure to Government when the cost of printing materials and paper have gone up so high. The value of such audits were appreciated by Government in their order No.G.21415-75/P&S.77-18-2 dated 26th March 1919 and the various Heads of Departments and other officers were in that order requested to afford necessary facilities to the Superintendent in the matter. If the survey thus commenced by me had been allowed to be completed, I would have been able in the course of a few months, along with my work, to complete my visits throughout the State only once and would have been in a position to further curtail the expenditure of the Press and Stationery Departments. But, the order was rescinded by Government in their order No.G.225-75/P&S.77-184 dated 4th July 1919. Since that order no inspection could be made by me and I have not been in a position to advise Government in which offices wastage is going on. I therefore beg to suggest that orders may be issued as early as possible authorising me to complete the survey commenced by me three years ago, so that necessary adjustements may be made by me at once, in the work of the Stationery Depot, so as to give effect to them from the commencing official year, as this is the budgetting season. I beg to assure Government that once the preliminary survey is completed and a census of all stock of forms in the province is registered, there will be no necessity for further inspections and the work being once standardised can be expected to go on smoothly in the future for some years to come, as we would have had an idea of the real balance of stock of forms and stationery from every office.

I may add if permitted, that I shall only take note of the condition in each office and bring the state of affairs

to the notice of the head of the office and report to Gover ment only the sum total of my experience and that I do not want nor desire any powers of inspection, direction or instruction, all of which belong to the respective departmental supervisors. This may be specifically made clear the order, as I believe, it is its absence that lead to a misconception three years ago.

I beg to lay stress on this point more especially a if we once take the correct stock of the various forms in several offices of the State, the large wastage which at present takes place by not knowing present stock will be avoided. In this connection I beg to quote one instance. In a certain office I found 1,000 visitors books in stock. Of course the officer was not aware of this fact against 10 books provided for that office. Yet in the indent in the column of balance on hand 20 books were erroneously shown. Thus no one had a chance to find this out.

I beg in this connection to append below the receipts and expenditure under the Stationery Depot during the past five years.

Years.	Receipts	Expenditure
1916-17	Rs. 19,000	Rs. 2,30,000
1917-18	" 20,000	" 3,32,000
1918-19	" 26,099	" 2,26,000
1919-20	" 33,000	" 3,08,200
1920-21	" 77,000	" 2,64,000
1921-22	" 63,000	" 3.08.900

It will be seen that in the current year there is an expenditure of three lakhs against a receipt of Rs.62,000/ By the adoption of the measures detailed above, I expect -

that it will be possible to economise stationery and avoid increasing the grant above the present limit, while at the same time the estimate under receipts can also be raised to Rs.1,50,000/-. Thus there will be a saving of Rs.1,00,000/- at least annually in the aggregate or Government may even fix the next ~~year~~ year's stationery grant at only Rs.1,50,000/- against an average of Rs.2,75,000/- in previous year's budget and at the same time it may be ordered also that credit may be given to the Stationery Department for any receipts that may accrue in this and future years. I beg that very early orders may be passed permitting me to take census of all stock of forms of the various departments in the State only once and fix the supplies accordingly taking credit of them. If this is done, the net expenditure for the next year may be fixed at once at Rs.1,50,000/-, and I shall hold myself responsible to keep the expenditure ~~net~~ within the budget of Rs.3,00,000/- consisting of Rs.1,50,000/- expenditure net and Rs.1,50,000/- receipts, for which credit to my department will be given for work turned out.

I have the honor to be,

Sir,

Your most obedient servant,

Sd. D. B. Ramachandra Mudaliar,

Superintendent.

Copy

PS. 25.22
Sl. 1.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Government Order No. G. 5727-66/G.F. 109-03-4 dated 22nd April 1905 passing orders on the Report of Mr. T. Fisher, regarding the condition of the Government Press and suggestions for its improvement.

2. Government Order No. 13906-56/G.P. 24-12-11 dated 11th June 1915, issuing instructions for regulating the printing work in the Press.

3. Government Order No. 6578-81/G.P. 8-16-58 dated 24th November 1916 directing that all printing work required for the Insurance office in both its branches may be done at the Government Press on payment by book adjustments and the stationery articles required may be supplied from the Government Stationery Depot

4. Government Order No. G. 15210-69/G.P. 11-14-3 dated 23rd January 1919 directing that all the printing work of all Government Offices with the exception of petty items of work costing less than Rs. 25 be sent for execution to the Superintendent, Government Printing.

5. Government Order No. G. 12721-80/P.S. 14-18-60 dated 3rd December 1919 approving the proposals of the Superintendent, Government Printing, re the fixing of a money allotment for printing work for the several departments of the State.

6. Government Order No. G. 23856-61/G.P. 46-17-21 dated 17th April 1919 passing orders regarding

development of the Government Branch Press at Mysore to cope with the extra work of the University and the Railway Department.

7. Government Order No. G. 15137-96/P.S. 6-19-38 dated 6th January 1920 issuing revised rules regulating the printing work of Public Departments.

8. Government Order No. M. 522-87/P.S. 6-30-72 dated 2nd August 1921 issuing revised instructions to regulate the printing work in the Government Press in future.

9. Resolution No. 19 of the Special Finance Committee recommending retrenchments in the Printing and ~~&~~ Stationery Department.

Order No. F. 1000. 5-0 1933. 25: 22. 1.

Bangalore, 8 Aug. 1933.

The Special Finance Committee recommend the adoption of the following measures of retrenchment in respect of the Printing and ~~the~~ Stationery Department:-

(i) The Superintendent may be permitted to inspec the stock of paper and stationery lying unused in the various Government Offices with a view to utilise them with such modifications as may be necessary for the general needs of the administration.

(ii) The supply of stationery articles to Taluk Offices sanctioned, tentatively for one year, in Government Order No. G. 25009-19/P & S 28-20-67 dated 27th June 1931 may be discontinued resulting in a reduction of the grant to the Stationery Department of about Rs. 15,000 per annum.

(iii) Credit may be given to the department for the value of stationery supplied and printing work done for the Mysore University, the Railway Department and the Insurance Office in excess of the receipts budgetted for the current year. and the cost of supply incurred by the Department set off against such credit.

(iv) The printing work in the Press may be reduced in accordance with the suggestions made in consultation with the Superintendent of the Government Press in the list attached to this order. It is estimated to result in a saving of Rs. 25,000, per annum.

(v) The appointment of the Probationer may be abolished.

The Committee estimate that as a result of the adoption of tne above measures, the expenditure of the department may be reduced by about Rs. 50,000 per annum as against tne budget grant of Rs. 3,94,000 for the year 1921-22.

2. Government have carefully considered the various recommendations of the Committee and are pleased to pass the following orders:-

(i) It is reported that large stocks of books and forms are lying unused in Government Offices and that with a few modifications, they might be utilised for the current needs of the administration. Government are pleased to approve of the recommendations of the Special Finance Committee and authorise the Superintendent, Government Printing, to visit all offices ~~in~~ at district head-quarters for this purpose. The Superintendent will first communicate with the Head of tne Office before inspecting stocks of stationery and forms. He will ~~submit~~ report separately ~~for the~~ to seek orders of Government if other offices not situated ~~in~~ at district head-quarters require inspection

(ii) Government observe that the cost of stationery articles supplied to Taluk Offices in 1921-22 under the order referred to above is estimated by the Superintendent at Rs. 5,168. This supply was effected without any additional grant to the Stationery Department while the contingent grants of the Taluk Offices were reduced by half, amounting in all to Rs. 5,200 per annum. As the discontinuance in the supply of stationery articles to Taluk Offices is not likely to ~~xxxxx~~ lead to any reduction in the grant of the Stationery Department, but might, on the other hand require a resumption of the contingent

grants to Taluk Offices on the former scale, Government have been pleased to direct that the system now in force may be continued this for another year.

(iii) The Committee recommend that credit may be given to the department for the expenditure incurred in the supply of stationery and the printing work -- executed for the University, the Railway Department and the Insurance Office. Government observe that under the orders existing at present, the cost of supplies made and printing work done to the Insurance Office, the University and the Railway Department is separately charged for and exhibited as an item of receipt in the books of the Department. In view of the ~~xxxlxx~~ expansion of these departments within the last few years, the receipts under this head have increased and were estimated ~~to~~ at about Rs. 91,500 for the year 1931-32. No account of the cost for the supplies made or works executed for the other departments of the State is now taken and the receipts shown in the books of the Department do not exhibit either the independent earnings of the Department or the total cost of the work turned out for the various Departments of the State and credited on the receipt side by means of book adjustment.

The methods now adopted for securing efficiency of work in the Government Press do not require the calculation of the cost incurred in the Printing work executed for each department. The system now in force called the Cost System was adopted on the recommendation of Mr. T. Fisher of the Madras Government Press in 1905 Under this system the economical working of the Press is determined by a comparison of the unit cost actually incurred under each item of work in the Press in different years and no attempt is made to

adjudge, under ordinary commercial principles, the value of the work turned out for each department.

In view of the need to meet the varying demands of the different departments from time to time and the dislocation caused in the work of the Government Press owing to the strike of the employees in 1920-21, the orders issued by Government as to the character and amount of the printing work to be executed in the Government Press have not been based on any well-defined principles. Under Government Order No. 13306-56/G.P. 24-12-11 dated 11th June 1915, Government issued certain general instructions for the guidance of the Printing Department in its work and specified in detail what should be regarded as its regular and obligatory work for which the Superintendent was instructed to prepare an estimate of the strength and cost of the establishment required. It was also ordered that any other work which might be sent by the Departments to the Press should be separately charged for, the departments being instructed to provide the requisite funds in their budgets for printing their publications of a special character either in the Government Press or elsewhere. But, in Government Order No. G. 15210-69/G.P. 11-14-3 dated 23rd January 1919, the printing work of the whole State was centralised in the Superintendent and the discretion vested in the Heads of Departments to get work done in private presses in accordance with the order of June 1915 was limited to petty items costing less than Rs. 25.

In Government Order No. 13721-80/P.S. 14-18-60 dated 3rd December 1919, Government proposed to fix a money allotment towards the cost of printing work to be done for each department at the suggestion of the Superintendent with a view to effect economies

inthe Printing work in the State. It was laid down that the Superintendent should inform the Head of each Department as the allotment fixed for the department was being worked out in order to enable him to approach Government should any increase be necessary. As however no audited system of valuation is in force, it is impossible to determine correctly the actual cost of work executed for each department.

In pursuance of the orders centralising all printing work under the direction of the Superintendent, the work turned out at the Government Press increased and in December 1921 all discretion vested in the Heads of Departments to get even petty items executed in Private Presses was withdrawn with a view to provide additional work in the Government Press consequent on the return to duty of the piece workers who were till then on strike.

The establishment in the Government Press has now been reduced to its normal proportions and Government consider that the time has now arrived to decide the amount and character of the work that should be executed in the Press in future and to take suitable measures to ensure that the work is carried on as efficiently and as ~~cheaply~~ Economically as possible. They are pleased to decide that an outside expert may be invited to overhaul the whole system of printing in the Government Press with a view to advise Government in the matter of effecting reduction of expenditure after ascertaining the quantity of obligatory work required by the Government.

(iv) No Probationer is entertained at present on the staff of the Department. In regard to the suggestions made by the Committee for the reduction

of printing work in the Press, Government are pleased to direct that the Civil List may be published half yearly and the Blue Book Journal once a quarter instead of once in two months. The question of omitting other items of printing work proposed by the Committee will be gone into departmentally and orders passed in due course.

By 81.7.22

General Secretary to Government.

Recd 19.7.22

The Superintendent, Government Press.
The Comptroller to Government, thro' the Finl. Sectt.
The Heads of Departments and the Deputy Commissioners of Districts.
The Compiler, Mysore Gazette, for publication in the Gazette.

Copy to the Officer on Special Duty with the Dewan.

GOVERNMENT PRESS, BANGALORE.

Statement of savings anticipated by reduction of printing.

	Savings anticipated. Rs.	A.	P.
I. GAZETTE.			
Discontinuing publication of:-			
1. Municipal Voters' list ...	1,875	0	0
2. Representative Assembly Voters' Lists.	1,250	0	0
3. Food grains statement, Weekly & Fortnightly.	1,125	0	0
4. Municipal Taluk Bye-laws ...	500	0	0
5. Rail-borne Trade statement ...	312	8	0
6. Forest boundry notification ...	625	0	0
7. Lands available for cultivation in various districts.	250	0	0
II. GENERAL.			
1. Civil List to be half-yearly ...	937	8	0
2. Blue Book Journal to be half-yearly.	312	8	0
3. Weekly Proceedings Volumes to be rebound into monthly Volumes.	312	8	0
Dispensing with the printing of:-			
4. Index to Monthly Volumes ...	937	8	0
5. (a) File headings ...	375	0	0
(b) Index to File headings ...	250	0	0
(c) A Collections and ...	1,562	8	0
(d) Consolidated Index to General Records.	4,062	8	0
6. Gradation Lists ...	5,000	0	0
7. G.R.S. Standarised docket and letter forms.	937	0	0
8. Covers	1,875	0	0
9. History of Services of Gazetted Officers to be triennial.	937	8	0
10. History of Services of Amildars (to be dispensed with) ...	312	8	0
III. KANNADA.			
1. Kannada Budget to be dispensed with	625	0	0
2. Toddy Schedules to be supplied only to Districts concerned. ...	625	0	0
Total..	25,000	0	0

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. E. 1000-50—P. & S. 25-22-1, dated 8th August 1922.

Retrenchments in the Printing and Stationery Department.

Passing orders on the recommendations of the Special Financial Committee in regard to ——.

READ—

Government Order No. G. 5727-66—G. F. 109-03-4, dated 22nd April 1905, passing orders on the Report of Mr. T. Fisher, regarding the condition of the Government Press and suggestions for its improvement.

2. Government Order No. 13906-56—G. P. 24-12-11, dated 11th June 1915, issuing instructions for regulating the printing work in the Press.

3. Government Order No. 6578-81—G. P. 8-16-58, dated 24th November 1916, directing that all printing work required for the Insurance Office in both its branches may be done at the Government Press on payment by book adjustments and the stationery articles required may be supplied from the Government Stationery Depot.

4. Government Order No. G. 15210-69—G. P. 11-14-3, dated the 23rd January 1919, directing that all the printing work of all Government offices with the exception of petty items of work costing less than Rs. 25 be sent for execution to the Superintendent, Government Printing.

5. Government Order No. G. 12721-80—P. S. 14-18-60, dated 3rd December 1919, approving the proposals of the Superintendent, Government Printing, *re* the fixing of a money allotment for printing work for the several departments of the State.

6. Government Order No. G. 23856-61—G. P. 42-17-21, dated 17th April 1919, passing orders regarding development of the Government Branch Press at Mysore to cope with the extra work of the University and the Railway Department.

7. Government Order No. G. 15137-96—P. S. 6-19-38, dated 6th January 1920, issuing revised rules regulating the printing work of Public Departments.

8. Government Order No. M. 522-87—P. & S. 6-20-72, dated 2nd August 1921, issuing revised instructions to regulate the printing work in the Government Press in future.

9. Resolution No. 19 of the Special Finance Committee recommending retrenchments in the Printing and Stationery Department.

ORDER No. E. 1000-50—P. & S. 25-22-1, DATED 8TH AUGUST 1922.

The Special Finance Committee recommend the adoption of the following measures of retrenchment in respect of the Printing and Stationery Department:—

(i) The Superintendent may be permitted to inspect the stocks of papers and Stationery lying unused in the various Government offices with a view to utilise them with such modifications as may be necessary for the general needs of the administration.

(ii) The supply of stationery articles to Taluk Offices sanctioned, tentatively for one year, in Government Order No. G. 25009-19—P. & S. 28-20-67, dated 27th June 1921, may be discontinued resulting in a reduction of the grant to the Stationery Department of about Rs. 15,000 per annum.

(iii) Credit may be given to the department for the value of stationery supplied and printing work done for the Mysore University, the Railway Department and the Insurance Office in excess of the receipts budgetted for the current year, and the cost of supply incurred by the Department set off against such credit.

(iv) The printing work in the Press may be reduced in accordance with the suggestions made in consultation with the Superintendent of the Government Press in the list attached to this order. It is estimated to result in a saving of Rs. 25,000 per annum.

(v) The appointment of the Probationer may be abolished. The Committee estimate that as a result of the adoption of the above measures, the expenditure of the department may be reduced by about Rs. 50,000 per annum as against the budget grant of Rs. 3,94,000 for the year 1921-22.

2. Government have carefully considered the various recomendations of the Committee and are pleased to pass the following orders:—

(i) It is reported that large stocks of books and forms are lying unused in Government Offices and that with a few modifications, they might be utilised for the current needs of the administration. Government are pleased to approve of

the recommendations of the Special Finance Committee, and authorise the Superintendent, Government Printing, to visit all offices at District Headquarters for this purpose. The Superintendent will first communicate with the Head of the Office before inspecting stocks of stationery and forms. He will report separately and seek orders of Government if other offices not situated at District Headquarters require inspection.

(ii) Government observe that the cost of stationery articles supplied to Taluk Offices in 1921-22 under the order referred to above is estimated by the Superintendent at Rs. 5,168. This supply was effected without any additional grant to the Stationery Department while the contingent grants of the Taluk Offices were reduced by half, amounting in all to Rs. 5,200 per annum. As the discontinuance in the supply of stationery articles to Taluk Offices is not likely to lead to any reduction in the grant of the Stationery Department, but might, on the other hand, require a resumption of the contingent grants to Taluk Offices on the former scale, Government have been pleased to direct that the system now in force may be continued and tried for another year.

(iii) The Committee recommend that credit may be given to the department for the expenditure incurred in the supply of stationery and the printing work executed for the University, the Railway Department and the Insurance Office. Government observe that under the orders existing at present, the cost of supplies made and printing work done to the Insurance Office, the University and the Railway Department is separately charged for and exhibited as an item of receipt in the books of the Department. In view of the expansion of these departments within the last few years, the receipts under this head have increased and were estimated at about Rs. 91,500 for the year 1921-22. No account of the cost for the supplies made or works executed for the other departments of the State is now taken and the receipts shown in the books of the Department do not exhibit either the independent earnings of the Department or the total cost of the work turned out for the various departments of the State and credited on the receipt side by means of book adjustment.

The methods now adopted for securing efficiency of work in the Government Press do not require the calculation of the cost incurred in the printing work and executed for each department. The system now in force called the *Cost System* was adopted on the recommendation of Mr. T. Fisher of the Madras Government Press in 1905. Under this system the economical working of the Press is determined by a comparison of the "Unit Cost" actually incurred under each item of work in the Press in different years and no attempt is made to adjudge under ordinary commercial principles, the value of the work turned out for each department.

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(iv) No Probationer is entertained at present on the staff of the Department. In regard to the suggestions made by the Committee for the reduction of printing work in the Press, Government are pleased to direct that the Civil List may be published half-yearly and the Blue Book Journal once a quarter instead of once in two months. The question of omitting other items of printing work proposed by the Committee will be gone into departmentally and orders passed in due course.

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		Savings anticipated. Rs.	a.	p.
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	Discontinuing publication of :—			
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2.	Representative Assembly Voters' Lists	1,250	0	0
3.	Food grains statement, Weekly and Fortnightly ...	1,125	0	0
4.	Municipal Taluk Bye-laws	500	0	0
5.	Rail-borne Trade Statement	312	8	0
6.	Forest Boundary Notification	625	0	0
7.	Lands available for cultivation in various districts ...	250	0	0
	II. GENERAL.			
1.	Civil List to be half-yearly	937	8	0
2.	Blue Book Journal to be half-yearly	312	8	0
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7.	G. R. S. Standardised docket and letter forms ...	937	0	0
8.	Covers	1,875	0	0
9.	History of Services of Gazetted Officers to be triennial	937	8	0
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1.	Kannada Budget to be dispensed with	625	0	0
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B. VENKOBA RAO,
Genl. Secy. to Govt.

To—The Superintendent, Government Press.
The Comptroller to Government through the Financial Secretariat.
The Heads of Departments and Deputy Commissioners of Districts.
The Compiler, *Mysore Gazette,* for publication.

PRESS TABLE.

Exd.—C. R.

W D 270—GPE—24.8.22—545